



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Police, State. Internal Investigations Division.

Agency: Internal Investigations Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	90-163	<b>ADMINISTRATIVE INVESTIGATION CASES - OPEN</b> The Indiana State Police Act, IC 10-1-1-6, gives the Superintendent authority to take disciplinary action against State Police officers and other State Police employees. Such action was taken prior to 1974 but did not become an organized, formal procedure until that date. No specific information exists on the location of any pre-1974 records. No more than 15-20 cases out of about 100 to 120 allegations each year result in disciplinary action. Most allegations are determined unfounded; that is, no disciplinary action is taken. Any action taken could range from counseling to dismissal. Cases are maintained in hard copy in three (3) ring binders, one (1) case per binder. Case files could contain Supplemental Case Report, SF 20663R, or State Police forms 553-A, B, and C: Allegation-Confidential, Interview-Confidential, and/or Disposition-Confidential. Only the Superintendent can close a case. Cases from 1974 to 1986 have been placed on updateable microfiche with no hard copy records remaining. Records from 1986 to the present are still in paper format. Confidential unless formal written charges and final disciplinary action taken in a hearing (IC 5-14-3-4(b)(1) and IC 5-14-3-4(b)(8)(B) and (C), (1988 Edition.)	TRANSFER to ADMINISTRATIVE INVESTIGATION CASES-CLOSED after case is closed by the Superintendent.
2	90-164	<b>ADMINISTRATIVE INVESTIGATIVE CASES - CLOSED SUSTAINED</b> A "sustained" case is one in which disciplinary action was taken. If a case becomes a Class B, C, or D felony, the original case report would be maintained in the Criminal Records Division of the State Police Department or with the Records Division of the agency making the original criminal investigation. State Police, Internal Investigations Division would retain only a copy of the original case report. Retention based on IC 34-4-16.5-1 through IC 34-4-16.5-21, 1988 Edition and 1989 IC Supplement.	MICROFILM according to 60 IAC 2 after the end of the year in which the case was closed. TRANSFER original roll film to the Indiana Archives, after verification of the microfilm for completeness and legibility. DESTROY hard copy records three (3) years after verification of the microfilm for completeness and legibility. DESTROY duplicate jackets three years after all appeals have been exhausted.
3	90-165	<b>ADMINISTRATIVE INVESTIGATION CASES - CLOSED NON-SUSTAINED</b> A "non-sustained" case is one in which the employee was exonerated or in which no decision was reached on the allegation. Confidential, (IC 5-14-3-4(b)(1) and IC 5-14-3-4(b)(8), 1988 Edition. Retention based on IC 34-4-16.5-1 through IC 34-4-16.5-21, 1988 Edition and 1989 IC Supplement.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING, OR WEEDING pursuant to archival principles, three (3) years after the case is closed.
4	90-166	<b>INDEXING SYSTEM</b> This is an index to the microfiche. These three by five (3" x 5") cards contain the employee name, if a State Police Officer, the officer's number and the case number.	DESTROY when the corresponding microfilm is destroyed.
5	90-167	<b>INTERVIEW TAPES</b> These tapes are made with the employee during the investigation. The tapes are transcribed and the transcript is placed in the ADMINISTRATIVE INVESTIGATION CASES-OPEN. Confidential, (IC 5-14-3-4(b)(1), and IC 5-14-3-4(b)(8)(B) and (C), 1988 Edition. Retention based on IC 34-4-16.5-1 through IC 34-4-16.5-21, 1988 Edition and 1989 IC Supplement.	ERASE and RE-USE three (3) years after closure of the case.

6	90-168	<b>INTERNAL INVESTIGATION SECTION - STATUS REPORT</b> This form acts as a "log" to chart the progress of each case from start to finish. The form has a place for the case number, name, charge, penalty, and an entry to note if a hearing was held plus other spaces for data entry. Confidential, (IC 5-14-3-4(b)(1), and IC 5-14-3-4-(b)(8)(B) and (C), 1988 Edition	DESTROY when the corresponding microfilm is destroyed.
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